

CHESTERFIELD COUNTY PURCHASING DEPARTMENT  
CHESTERFIELD, VIRGINIA 23832-0051  
(804) 748-1617

Bid Prepared By:

**Martin W. Franciscus, CPPB  
Senior Contract Administrator**

Invitation To Bid Number:

**04-2301-8929**

January 14, 2004

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Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Purchasing Department, Chesterfield Administration Building, Room 402, until, but no later than **2:00 p.m.** Local Time Prevailing **January 30, 2004**, and then publicly opened and read aloud for **Sale and Removal of Surplus Computers from Chesterfield County and Chesterfield Public Schools.**

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department (804) 748-1617, three working days prior to need.

To be considered, your bid must be submitted on a copy of this Invitation to Bid. Bidders shall sign this form in the space provided on the Terms and Signature Sheet and return bid document to: Chesterfield County Purchasing Department, Administration Building - Room 402 - Fourth Floor, 9901 Lori Road, P.O. Box 51, Chesterfield, VA 23832-0051. **Mark outside of your envelope with Invitation for Bid #04-2301-8929 and opening date of bid.**

**Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail.**

Time is of the essence and any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline indicated. **Late bids received will be so noted in the bid file in order that the vendor's name will not be removed from the subject commodity/service list.**

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

For information pertaining to the award on this procurement transaction, bidders and/or offerors may access public notification electronically at [www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp](http://www.co.chesterfield.va.us/ManagementServices/Purchasing/purchase.asp).

1. **SCOPE**

- 1.1 The County of Chesterfield and Chesterfield County Public Schools (County) offers for sale or recycle and removal approximately 4,500 surplus computers, monitors, printers and keyboards (computers) as described hereunder.
- 1.2 The computers for sale shall be sold to the highest bidder strictly on an "AS IS – WHERE IS" basis. The County assumes no responsibility or liability of any kind for the computers being sold.
- 1.3 The computers, consisting largely of outdated Apples, Macs, Gateways, Dells and others, were previously used by the County in various capacities and within individual schools and have been sanitized and cannibalized for usable parts. All computer equipment that is not used by the Buyer shall be disposed of according to, and in full compliance with, all current and applicable Federal, State and Local Environmental Regulations and/or Mandates.
- 1.4 The computers are currently being stored in two locations. Approximately 150 of the units are stored in the Buildings and Grounds Maintenance and Warehouse Facility, 6609 Public Works Ct., Chesterfield, VA 23832 and the balance of the computers are stored at the "old" Matoaca High School, 6001 Hickory Road, Petersburg, VA 23803.
- 1.5 The computers for sale are available for review at the above listed locations by appointment only. In order to view the computers for sale please contact Mr. Clyde Carwile, Superintendent of Buildings & Grounds at (804) 748-1592 and/or Dr. Carla Mathews, Chesterfield County Public Schools at (804) 748-1331.
- 1.6 Included with, and mixed among, the computers for sale are approximately 500 computer units that are not for sale. Upon pickup and removal of the computers, the person(s) awarded the computers shall, with the cooperation and assistance of the County, read and verify each serial number to identify these computers not for sale and these identified computers will be set aside for action by the County.
- 1.7 Should the successful bidder be a recycler or intent to recycle the computers, the awardee shall furnish to the County a certificate verifying the quantity and final disposition of the recycled computers.

2. **CONDITIONS OF SALE**

- 2.1 The successful bidders shall bear sole responsibility for, and be required to, furnish all labor, materials, equipment, vehicles etc. needed and necessary to pick up, load and remove the computers awarded within five (5) days after notification of award.
- 2.2 Payment for materials shall be in the form of cash, cashier's check, certified check or business check. Any such check should be made payable to: TREASURER, CHESTERFIELD COUNTY. In compliance with applicable mandates governing the sale of surplus property, all "non titled" surplus materials sold will be assessed a 4.5% tax.

3. **BASIS OF AWARD**

- 3.1 Chesterfield County reserves the right to accept or reject any or all bids or parts of bids, to waive informalities, and to request rebids. The right is further reserved to award on a split order, lump sum, or any such combination as shall best serve the interest of the County.

4. **PROPOSAL**

4.1 The Computers listed hereunder shall be sold on an "AS IS – WHERE IS" basis.

4.1.1 The County offers for sale or recycle, per the terms and conditions listed, one (1) lot of approximately 4,500 surplus computers, monitors, printers and keyboards as identified herein. The computers are a combination of: Apples, Macs, Gateways, Dells and others.

5. **BASIS OF AWARD**

5.1 **It is the intent of Chesterfield County to award to a single contractor.**

TOTAL AMOUNT OFFERED TO COUNTY:     \$\_\_\_\_\_ /Total Lot

**TERMS AND SIGNATURE SHEET**  
**All bids shall be signed on the Terms and Signature Sheet in order to be considered.**

In compliance with this Invitation for Bid #04-2301-8929 and subject to all conditions thereof, the undersigned offers and agrees to purchase all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Chapter 12, Title 18.2, 498.4 of the *Code of Virginia*, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards. I hereby certify that I am authorized to sign this bid for the bidder.

**NAME OF BIDDER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**OFFICIAL TITLE** \_\_\_\_\_

**SSN or Fed. ID #:** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_\_ **FAX** (\_\_\_\_) \_\_\_\_\_